

Office of Security
RESULTS OF SOME PROJECTS COMPLETED SINCE
1 May 1961

- STAT
1. Acceptance of 64 Recommendations. Many now in process of accomplishment; particularly records disposal - See pictures
 2. Procedures Charted and submitted to ADP who acknowledged and commended [redacted]
 10. Records Control Schedule - 4000 cu. ft; Destruction Retirement
 11. Will result in release of 7 safes. (\$3066)
 12. Replacement of Wooden shelves and expansion
 13. Release 9 pieces of filing equipment, including 4 safes (\$1742)
 14. Replacement of Book Cases.
 16. Replacement of Wooden Shelves and expansion
 22. Return 20 Safes to Stock (\$3760.)
New System. Elevator Files - 4 Safes (\$1742.)
 - 26 and 27. Draft of Schedules Submitted for Review
 30. Expansion of Existing Installation - Requested \$25,000 - we approved \$9,000.
 32. Return 19 Safes (\$7300) - Space Saved 50%
 33. Return 63 Cabinets - (\$3500) - Save 50% space.
 34. Return of ~~38~~ 38 Safes (\$14,600)
 39. Return 10 Safes (\$4380) - Save 63% space
 41. Return 20 Safes (\$8700)
 75. Return 11 Safes (\$4818).